

Minutes of the Executive Committee

October 5, 2009

Chair Dwyer called the Executive Committee meeting to order at 8:30 a.m. and led the committee in the Pledge of Allegiance.

Executive Committee Members

Present:

Jim Dwyer
Pat Haukohl
Bonnie Morris

Duane Paulson
Tom Schellinger

Dave Swan
Fritz Ruf

Also Present:

Senior Financial Analyst Clara Daniels
WCFLS Director Tom Hennen
Director of Parks and Land Use Dale Shaver
Senior Financial Analyst Bill Duckwitz
Engineering Services Manager Gary Evans
Budget Manager Keith Swartz
Business Manager Betsy Crosswaite

Chief of Staff Mark Mader
UW-Extension Director Marcia Jante
Budget Management Specialist Linda Witkowski
Chief of Staff Allison Bussler
Community Development Coordinator Glen Lewinski
Building Operations Manager Mark Keckeisen

Discuss and Consider the 2010 Community Development Block Grant Operating Budget

Lewinski presented the CDBG 2010 operating budget including function/program chart, revenues, expenditures, activities, and strategic outcomes and objectives. Dwyer asked if he had considered adding staff? Lewinski explained some of the ideas that have been discussed to add staff and the administration restrictions placed by CDBG and HOME. The 2010 budget includes an estimation of the U.S. Department of Housing allocation. It is anticipated that if the actual award notification is lower than the budgeted amount, the Finance Committee will be notified and the expenditures will be limited to the amount of the award notification. In 2010, the CDBG and HOME boards will receive reimbursement for travel expenses, which increased administrative expenses 14.6%. Lewinski estimates that \$6.35 million will be unspent at year-end 2009 and a request will be made to carry over the funds to the 2010 budget. In 2010, the number of CDBG grants awarded by the CDBG board will be reduced by at least 5%. Paulson asked if the same number would be served by CDBG grants when the number of awards is reduced? Lewinski said fewer agencies will be served thereby reducing the number of clients served.

Lewinski said he estimates federal CDBG revenues from HUD and the revolving loan program income are expected to remain the same in 2010 as the 2009 adopted budget of \$1,450,000 and \$700K respectively. General government federal HUD funding in the HOME Investment Partnership Program is expected to increase \$150K in 2010.

Lewinski said the biggest change in 2010 for CDBG is outlined on pages 141-142 of the budget book. Other grant assistance programs totaling \$6,085,026 was awarded in 2009 to CDBG as one time funding. It is estimated that \$1,850,000 will be expended in 2009 for CDBG-Emergency Assistance Program, HUD Neighborhood Stabilization Program and CDBG-R Recovery-Federal Stimulus Funding and approximately \$4,234,000 will be requested to be carried over to 2010. Some of this funding will be used to cover administration of the programs.

MOTION: Ruf moved, Morris second, to approve tentatively the 2010 CDBG operating budget. Motion carried 7-0.

Discuss and Consider the 2010 Waukesha County Federated Library System Operating Budget

Hennen said the county levy in the WCFLS 2010 operating budget increases 0.8% in 2010 due to library use by TNR communities. Spending by WCFLS libraries is expected to be flat in 2010. Changes to state rules declare all fund balance must be designated for specific purposes. Fund balance appropriation in 2010 includes a potential one-time local match dollars for a state Department of Public Instruction led ARRA federal stimulus

funds project to upgrade the WCFLS WAN, a portion of the full text-database expenses and redesign of WCFLS's website. Hennen explained how the county special library tax levy is calculated and distributed as outlined on pages 257 and 259 of the budget book. Library use continues to increase in Waukesha County due to improved facilities, increased circulation and population, available computers, etc. Hennen expects all libraries to meet county standards and none will lose their exemption from the TNR tax levy.

Dwyer requested object #3 on page 261 be changed to, "*Local strategic planning efforts.*" Duckwitz said the change would be administrative and he would take care of it.

MOTION: Ruf moved, Schellinger second, to tentatively approve the 2010 WCFLS operating budget. Motion carried 7-0.

Discuss and Consider the 2010 UW-Extension Operating Budget

Jante reviewed the 2010 UW-Extension operating budget including revenues, expenditures, program highlights, grant funding, position summary and additional human resources, and strategic outcomes and objectives. She said extension educational programs apply the research and resources from the WI University System to strengthen Waukesha County citizens, families and communities. Increases to general government revenues includes the Drug Free Community Grant. The EUTF for this department is approximately \$75K. When grants are written, money is requested to cover computer related expenses. Jante said all state employees working in UW-Extension are required to take eight unpaid furlough days per year for the next two years, which amounts to a 3% salary decrease plus a 2% salary freeze resulting in a 5% salary decrease for these employees.

Duckwitz will update objective #6 on page 251 for the 2010 budget. Dwyer requested prioritizing the objectives.

MOTION: Haukohl moved, Swan second, to tentatively approve the 2010 UW-Extension operating budget. Motion carried 7-0.

Discuss and Consider the 2010 Non-Departmental Budget

Cummings reviewed the 2010 non-departmental budget line-by-line as outlined on page 452 of the budget book. The SEWRPC allocation decreased \$3K due to equalized value. Separation payouts increase 13% in 2010 due to a projected increase in retirements for long-term employees with large payouts in larger county departments. Employee maximum sick leave/non-represented vacation payouts increase 14% for employees who have maximized their sick leave accrual (960 hours) and unused vacation payout for non-represented employees. Unemployment funding increases 42% in 2010 due to the federal government adding 26 additional weeks of unemployment benefits. Deferred compensation plan consulting increases of \$20K to pay for consulting services to the employee investment advisory committee for the Deferred Compensation plan offset by revenues the plan administrator shares with the county. Employment advertising will be reduced \$5K in 2010 because of low employee turnover. Property tax/special assessments increase 22% due to a pending settlement with Walgreens. Workers compensation/liability/casualty/other insurance increases 17%. Waukesha County Historical Society – capital/debt service increases 1% and building operations decreases 8% due to current contracts. Expenditures to the following remain the same in 2010: WCEDC, Waukesha County Tourism Initiative, loss control/ADA, Section 125 plan administrative costs, severance/retention, consulting/grant/other, printing, WI River rail Transit System, and other expenses.

In 2010, State Shared Revenue decreases 5%. Other general government revenues are from child support and income maintenance indirect costs. Interdepartmental charge revenues includes indirect cost recovery in excess of the amounts budgeted in DOA and interest payments received on general fund loans made to proprietary funds. Tax levy is increasing \$50K due to unemployment and separation payouts.

MOTION: Haukohl moved, Ruf second, to tentatively approve the 2010 non-departmental budget. Motion carried 7-0.

Discuss and Consider 2010 – 2014 Capital Projects with an Emphasis on the Following Projects:

Item 8 DA Office Space Renovation – Swan said his concerns were lessened after he toured the area but he wonders if this is the best use of funds and best place to locate employees. Bussler said eventually a different location for the DA's office could be found after the courthouse study is complete. The improvements need to be addressed now. Paulson reminded the committee that the DA's staff are state employees and the county provides space for them at no cost to the state. Dwyer said this is an upgrade to get through the next ten years until a plan for the courthouse is developed.

MOTION: Ruf moved, Morris second, to tentatively approve item 8 DA Office space renovation. Motion carried 7-0.

Item 41 Digital Radio System Upgrade - An amended copy of item 41 was distributed to committee members. The following was added to the revenue chart on the project page: *General Fund Balance of \$625,000 set aside per year beginning in 2010.*

MOTION: Ruf moved, Morris second, to tentatively approve item 41 Digital Radio System Upgrade. Motion carried 7-0.

Item 34 Orthophotography - An amended copy of item 34 was distributed to committee members. The cost of the project was reduced to \$250K and the revenues were updated accordingly. No changes were made to the project scope.

MOTION: Haukohl moved, Ruf second, to tentatively approve item 34 Orthophotography. Motion carried 7-0.

Item 5 UWW Boiler, Chiller & Controls Replace – Bussler said the Public Works Department will provide a report to the Public Works and Executive Committees that includes an estimate of future capital costs or large projects over the next five years to maintain the UWW campus. The limited scope would reflect preliminary information available to staff and would be provided prior to development of the 2011-2015 capital plan. Mader said the Public Works Committee supported this as a future agenda item but not as a budget amendment. Dwyer said he would like the UWW facilities to be included in maintenance and project bidding whenever possible to save money. Haukohl would like a presentation on the UWW maintenance plan. Dwyer asked if the state is maintaining the building according to the contract? Bussler said there will be future discussion on the details of the agreement.

MOTION: Morris moved, Ruf second, to tentatively approve item 5 UWW Boiler, Chiller & Controls Replace. Motion carried 7-0.

Item 7 Health & Human Services Bldg –

MOTION: Haukohl moved, Ruf second, to include the following language to item 7 Health & Human Services Bldg:

County staff continues to work with the Landmarks Commission and the State Historical Society to ensure compliance with any required preservation standards. In the event that the front portion of the building is not deemed historical, the costs for eventual removal of the front portion of the building would be provided.

Motion carried 7-0.

MOTION: Morris moved, Haukohl second, to tentatively approve Item 7 Health & Human Services Bldg with the added language. Motion carried 7-0.

Item 30 Repaving Program 2013 – 2017 – Evans said there is concern that the quality of pavement will decrease with future decreases in spending. Additional stimulus funding will be spent on the repaving program next year allowing for the completion of more projects than anticipated. There may be a slight decrease in quality but in general, the quality of the pavement will be maintained. Witkowski said funding will drop for one segment of the repaving program and then increase the following segment.

MOTION: Swan moved, Ruf second, to tentatively approve item 30 repaving Program 2013-2017. Motion carried 7-0.

Discuss and Consider Resolution 164-R-005: Adopt Five-Year Capital Projects Plan

MOTION: Haukohl moved, Paulson second, to approve Resolution 164-R-005 as tentatively approved. Motion carried 7-0.

Committee Reports by Committee Chairs for the Following Meetings:

HHS – September 24, October 1 & 2, 2009 – Paulson said the committee completed their budget overview and approved the HHS budget with no amendments. Supervisor Yerke requested a report on the H1N1 to the entire county board.

Judiciary – October 2, 2009 – Morris said the committee approved 2010 budgets for Circuit Court Services, Sheriff's Department, District Attorney's Office, Department of Emergency Preparedness and Medical Examiner's.

Ruf left the meeting at 12:07 p.m.

Public Works - October 1, 2009 – Swan said the committee approved bids for four 2009 concrete projects, removal/reassignment of parking stalls in the Law Enforcement Center lot and approved the 2010 budgets for the airport, Public Works and transit services.

Approve Minutes of September 17, 2009

MOTION: Haukohl moved, Paulson second, to approve the minutes of September 17, 2009 as amended. Motion carried 6-0.

Approve Minutes of September 21, 2009

MOTION: Paulson moved, Schellinger second, to approve the minutes of September 21, 2009 as amended. Motion carried 6-0.

Correspondence

Dwyer distributed and reviewed the list of correspondence. Supervisors may request copies of listed items from Jicha.

Future Agenda Item

- CDGB and housing initiatives
- 2010 Nondepartmental budget
- Report on fund balances

MOTION: Morris moved, Haukohl second, to adjourn the meeting at 12:14 p.m. Motion carried 6-0.

Respectfully submitted,

Bonnie J. Morris
Secretary